



Xavier University of Louisiana

Office of Student Financial Aid

1 Drexel Drive Box 40 New Orleans, LA 70125-1098

Telephone: (504) 520-7835 FAX: (504) 520-7906

Upload completed form to: <https://xula.studentforms.com>

2023 TAX FILING EXTENSION

(Federal Aid Award Year: 2025-2026)

Student: _____ **Student ID:** _____

According to our records you have been selected for a process called Verification. Based on the verification documentation that you have submitted, you, your parent(s), and/or spouse have been granted a Tax Filing Extension. Federal regulations require the submission of a copy of the **IRS Form 4868**, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return" that was filed with the IRS for tax year 2023, along with all copies of the W-2 forms for the individual(s) granted the extension. If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2023. Please complete the information below and submit this form along with your **Form 4868 and all copies of the W-2**, or a copy the IRS's approval of an extension beyond the automatic six-month extension for tax year 2023. Also, include any additional requested documents to complete the Verification process.

The following questions apply to the person who was granted the EXTENSION:

1. **Name:** _____
2. **Relationship to the student:** Self Other: _____
3. **Scheduled date you will file your Federal Tax Return?** _____
4. **Type of Tax Return you will file:** 1040 1040A 1040EZ
5. **What is your marital status:** _____
6. **Filing Status:** Head of Household Married filing: Jointly Separately Single
7. **Number of Exemptions you will claim:** _____
8. **Check all that apply: I am employed by a Business/Firm:** Yes No
Self-Employed: Yes No
9. **My Adjusted Gross Income (AGI) is:** _____
This figure includes the total income of the person granted the extension and your spouse (if applicable).
10. **The amount of U.S. Income Tax Paid for the 2023 Tax Year is:** _____

Certification Statement

I certify that all information on this form and the documents submitted are accurate and true to the best of my knowledge:

Student: Print Name	Signature	Date
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Complete below if different from the student:

Person granted EXTENSION: Print Name	Signature	Date
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Please note that the Office of Student Financial Aid will require a copy of your 2023 Federal Tax Transcript. Once you have filed, it is highly recommended that you request a copy of the Federal Tax Transcript from the IRS in advance to expedite the process.